



DEPARTMENT OF THE ARMY  
WASHINGTON, D.C. 20310

HQDA Ltr 600-06-1

AHRC-PDO-PA

25 April 2006

Expires 25 April 2007

**SUBJECT: Establishment of Unit Award Recommendation, DA Form 7594**

SEE DISTRIBUTION

**1. Purpose.** This letter is to announce the establishment of DA Form 7594, Unit Award Recommendation and the revision of DA Form 638, Recommendation for Award.

**2. Proponent and exception authority.** The proponent for this policy is the Deputy Chief of Staff, G-1 (DCS, G-1). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

**3. References.**

*a. Required references.*

- (1) AR 600-8-22, Military Awards.
- (2) AR 380-5, Department of the Army Information Security Program.

*b. Related references.* None.

**4. Explanations of abbreviations and terms.**

- a.* AKO—Army Knowledge on Line.
- b.* ASUA—Army Superior Unit Award.
- c.* AWDS—Awards.
- d.* CG, USA HRC—Commanding General, U.S. Army Human Resources Command.
- e.* CMH—Center of Military History.
- f.* DA—Department of the Army.
- g.* DCS,G-1—Deputy Chief of Staff, G-1.
- h.* HQ—Headquarters.

- i.* HRC–Human Resources Command.
- j.* IAW–In accordance with.
- k.* MUC–Meritorious Unit Citation.
- l.* PAC–Personnel Action Center.
- m.* PUC–Presidential Unit Citation.
- n.* UIC–unit identification code.
- o.* VUA–Valorous Unit Award.

**5. Responsibilities.**

- a.* The Deputy Chief of Staff, G-1 (DCS,G-1) will exercise Department of the Army responsibility on matters concerning military awards and serve as the senior Army official on matters concerning military awards.
- b.* The Commanding General, U.S. Army Human Resources Command (CG, USA HRC), will conduct and supervise all military awards functions prescribed in this letter. The CG, USA HRC will act on behalf of DCS, G-1 when so delegated and directed.
- c.* The Commandant, Adjutant General School, will ensure that the branch implements this letter.

**6. Overview.** The following policy will be incorporated in the next revision of AR 600-8-22.

**7. Policy.**

- a.* To adhere to current regulatory policy, the DA Form 638, has been revised as shown in figure 1. The revised form may be used immediately to initiate, process, and approve award recommendations for all U.S. Army individual decorations, to include valor and heroism decorations. Steps for preparing and processing award recommendations using DA Form 638 are outlined in Table 1 below.

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RECOMMENDATION FOR AWARD			
For use of this form, see HQDA Letter 600-06-1; the proponent agency is DCS, G-1.			
For valor/heroism/wartime and all awards higher than MSM, refer to special instructions in Chapter 3, AR 600-8-22.			
1. TO Commander, 82d Airborne Division, Ft Bragg, NC 28310		2. FROM Commander, HHB, 27th Main Support Bn, 1st Cavalry Division, Ft. Hood, TX 76544	
		3. DATE (YYYYMMDD) 20051215	
<b>PART I - SOLDIER DATA</b>			
4. NAME (Last, First, Middle Initial) DOE, JOHN B.		5. RANK SSG	
7. ORGANIZATION HHB, 27th Main Support Bn, 1st Cavalry Division, Ft. Hood, TX 76544		6. SSN 000-00-0000	
9. BRANCH OF SERVICE		8. PREVIOUS AWARDS MSM, ARCOM (1OLC), AAM (2OLC)	
		10. RECOMMENDED AWARD MSM IOLC	
12. REASON FOR AWARD		11. PERIOD OF AWARD	
12a. INDICATE REASON PCS		a. FROM (YYYYMMDD) 20020401	
12b. INTERIM AWARD IF YES, STATE AWARD GIVEN		b. TO (YYYYMMDD) 20060115	
YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			
12c. POSTHUMOUS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>		13. PROPOSED PRESENTATION DATE (YYYYMMDD) 20060130	
<b>PART II - RECOMMENDER DATA</b>			
14. NAME (Last, First, Middle Initial) JONES, YOLANDA A.		15. ADDRESS HHB, 27th Main Support Bn, 1st Cavalry Division, Ft. Hood, TX 76544	
16. TITLE/POSITION Platoon Sergeant		17. RANK SFC	
18. RELATIONSHIP TO AWARDER Platoon Sergeant		19. SIGNATURE	
<b>PART III - JUSTIFICATION AND CITATION DATA (Use specific bullet examples of meritorious acts or service)</b>			
20. ACHIEVEMENTS			
ACHIEVEMENT #1 SSG Doe was responsible for all logistics matters pertaining to the unit. He reviewed internal logistical status reports providing daily logistical information to the higher headquarters.			
ACHIEVEMENT #2 SSG Doe maintained the current status of the commander's critical list. He was responsible for coordinating transportation requests for administrative moves.			
ACHIEVEMENT #3 SSG Doe was responsible for ensuring highway clearances were submitted and supervised over internal supply and maintenance procedures. He provided support to all battalion-level command, staff personnel, and battalion food service personnel.			
ACHIEVEMENT #4 SSG Doe provided support to the units Forward Support Battalions and the Aviation Support Battalion.			
21. PROPOSED CITATION  <b>For exceptionally meritorious service while assigned as Noncommissioned Officer in Charge of the Support Operations Section. Staff Sergeant Doe's leadership and selfless devotion to duty enhanced operational support and ensured mission accomplishment. His accomplishments and professionalism reflects great credit upon himself, the 1st Cavalry Division, and the United States Army.</b>			

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REPLACES DA FORM 638-1.  
PREVIOUS EDITIONS OF DA FORM 638 ARE OBSOLETE.

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**Figure 1. Sample of a completed DA Form 638**

NAME (Last, First, Middle Initial) DOE, JOHN D.		SSN 000-00-0000	
<b>PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL</b>			
22. I certify that this individual is eligible for an award in accordance with AR 600-8-22, and that the information contained in Part I is correct.		22a. SIGNATURE	22b. DATE (YYYYMMDD) 20051220
23. INTERMEDIATE AUTHORITY	a. TO 27th MSB, Ft. Hood, TX 76544	b. FROM HHD, 27th MSB, Ft. Hood, TX 76544	c. DATE (YYYYMMDD) 20051222
d. RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) ALLISON, SEAN W.		f. RANK CPT	
g. TITLE/POSITION COMPANY COMMANDER		h. SIGNATURE	
i. COMMENTS Great Soldier!!			
24. INTERMEDIATE AUTHORITY	a. TO 1st Cav Div Spt Cmd, Ft. Hood, TX 76544	b. FROM 27th MSB, Ft. Hood, TX 76544	c. DATE (YYYYMMDD) 20051228
d. RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) BIRDEES, CARL A.		f. RANK LTC	
g. TITLE/POSITION BATTALION COMMANDER		h. SIGNATURE	
i. COMMENTS Outstanding motivated Soldier!!! Well deserving of this award.			
25. INTERMEDIATE AUTHORITY	a. TO 1st Cav Div, Ft. Hood, TX 76544	b. FROM 1st Cav Div Spt Cmd, Ft. Hood, TX 76544	c. DATE (YYYYMMDD) 20060103
d. RECOMMEND: <input checked="" type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) HURLEY, MATTHEW S.		f. RANK COL	
g. TITLE/POSITION BRIGADE COMMANDER		h. SIGNATURE	
i. COMMENTS Outstanding NCO and trooper. Lives the Warrior Ethos!!			
26. APPROVAL AUTHORITY	a. TO ORDERS ISSUING AUTHORITY	b. FROM 1st Cav Div, Ft. Hood, TX 76544	c. DATE (YYYYMMDD) 20060110
d. <input checked="" type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> RECOMMEND UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial) CHARRAELLI, PETER W.		f. RANK BG	
g. TITLE/POSITION DIVISION COMMANDER		h. SIGNATURE	
i. COMMENTS			
<b>PART V - ORDERS DATA</b>			
27a. ORDERS ISSUING HQ Commander, 1st Cavalry Division Ft. Hood, TX 76544		27b. PERMANENT ORDER NO. 010-38	31. DISTRIBUTION 3 - INDIV 1 - UNIT 1 - OMPF 1 - FILE
28a. NAME OF ORDERS APPROVAL AUTHORITY (Last, First, Middle Initial) NAPOLEOS, MARIE S.		28b. RANK MAJ	
28c. TITLE/POSITION ADJUTANT		29. APPROVED AWARD MSM (1OLC)	
28d. SIGNATURE		30. DATE (YYYYMMDD) 20060110	

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Figure 1. Sample of a completed DA Form 638 — continued

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SUBJECT: Establishment of Unit Award Recommendation, DA Form 7594

NAME (Last, First, Middle Initial) DOE, JOHN B.		SSN 000-00-0000	
PART IV - RECOMMENDATIONS/APPROVAL/DISAPPROVAL			
25-A1. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A2. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A3. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A4. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			
25-A5. INTERMEDIATE AUTHORITY	a. TO	b. FROM	c. DATE (YYYYMMDD)
d. RECOMMEND: <input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> UPGRADE TO: <input type="checkbox"/> DOWNGRADE TO:			
e. NAME (Last, First, Middle Initial)		f. RANK	
g. TITLE/POSITION		h. SIGNATURE	
i. COMMENTS			

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Figure 1. Sample of a completed DA Form 638 — continued

**Table 1**  
**Steps for preparing and processing awards using the DA Form 638, Recommendation for Award**

STEP	WORK CENTER	REQUIRED ACTION
1		Soldier performs a valorous or heroic act, meritorious achievement or meritorious service.
2	Recommender	Completes Parts I, II, and III for DA Form 638.
3	Recommender	Enter the address of the final approval authority in block 1. This field is automatically completed once the user signs block 19.
4	Recommender	Enter the address of the Soldier's immediate commander in block 2.
5	Recommender	Enter date in block 3.
6	Recommender	Enter Soldier's complete name, rank, social security number, and unit in blocks 4, 5, 6, and 7 respectively.
7	Recommender	List all previous individual decorations to include oak leaf clusters or numerals in block 8 (for example, AAM-2OLC). If no award, state "NO AWDS." The user will click on the Previous Awards button to complete.
8	Recommender	Use block 9 for recommendations for award to members of other U.S. Armed Services and foreign military personnel. For members of other Services, enter Service (for example, U.S. Air Force). For foreign military personnel enter country (for example, Federal Republic of Germany).
9	Recommender	Enter recommended award, to include oak leaf cluster or number of award (in the case of the AM) in block 10.
10	Recommender	Enter the period covered by proposed award in block 11. The period should YYYYMMDD. Also, the user will click on SET DATE button to complete the field.
11	Recommender	Enter reasons for the recommended award in block 12. Specify if the award is for valor, heroism, meritorious achievement or meritorious service. If interim award was made, state award given. See glossary in AR 600-8-22 for definitions of valor, heroism, meritorious achievement and meritorious service.
12	Recommender	Check yes or no in block 12c for posthumous award.
13	Recommender	Enter proposed presentation date in block 13. The period should be YYYYMMDD. Also, the user will click on SET DATE button to complete field.

**AHRC-PDO-PA****SUBJECT: Establishment of Unit Award Recommendation, DA Form 7594****Table 1**  
**Steps for preparing and processing awards using the DA Form 638, Recommendation for Award—Continued**

STEP	WORK CENTER	REQUIRED ACTION
14	Recommender	Recommender will complete blocks 14 through 19. (Block 18 serves to clarify the status of the recommender particularly in cases where someone outside the chain of command is making a recommendation.) For historical purposes it is imperative that the recommender sign the original DA Form 638 in block 19. The user cannot sign this field until the first page is completed (includes blocks 20 and 21.)
15	Recommender	Block 20—for awards of the MSM, ARCOM, and AAM, use bullet statements to list the individual's meritorious achievements or service. This block allows for up to 4 separate achievements to be listed. A maximum of 4 lines may be completed. For awards of the LM and above, a narrative or bullet justification (not to exceed one page) is required and will be added as an addendum (enclosure) to DA Form 638. See AR 600-8-22, paragraph 3-19 for specific requirements for heroism and valor awards.
16	Recommender	Complete the proposed citation in block 21. Citation for awards of the MSM, ARCOM, & AAM are limited to six lines and will be restricted to the space allowed on DA Form 638. All other awards are limited to nine lines and may be submitted on 8½ by 11-inch bond paper. Awards of the DSM and above may be up to 19 lines.
17	Recommender	Submit the proposed award to the individual's immediate commander/supervisor for further action.
18	Commander/Supervisor	Forward the DA Form 638 to PAC for verification of eligibility (flagging) data.
19	PAC/Admin Clerk	Check to see if Soldier is flagged. If flagged, check AR 600-8-22 for award eligibility. If eligible, certify by signature in block 22 and return to Cdr/Supv. If ineligible, return the DA Form 638 through Cdr/Supv to recommender.
20	Commander/Supervisor	Complete block 23 of DA Form 638 by marking either approve, disapprove, upgrade, or downgrade of the award recommendation. One block should be checked. If recommending downgrade/upgrade, ensure to indicate which award next to the appropriate block. Take final action and complete block 26 if authorized to do so or forward to next higher commander, supervisor, or headquarters.
21	Intermediate authority	Complete blocks 24 and 25, as applicable. If the chain is such that more blocks are required, the addendum page to DA Form 638 must be completed.

**Table 1**  
**Steps for preparing and processing awards using the DA Form 638, Recommendation for Award—Continued**

STEP	WORK CENTER	REQUIRED ACTION
22	Award approval authority	Final award approval authority will complete block 26. If award is approved/downgraded to lesser award/upgraded forward the DA Form 638 to orders issuing authority (PAC) for completion of Part V—Orders data.
23	PAC/Admin Clerk	If award is disapproved (no award), make copies of DA Form 638 for PSC records and return the original through the intermediate commander (if any) to BN S1. The PAC will make copies for recommender, individual, and BN (unit) files. Send a copy of DA Form 638 for filing in Soldier's OMPF.
24	PAC/Admin Clerk	If award is downgraded, prepare Part V, orders data to include issuing headquarters block, permanent orders number, date and approved award. Prepare award certificate as outlined in Table 3–5 for approval authority to sign. Send copy of the DA Form 638 for filing in Soldier's OMPF. Refer to AR 600-8-22, table 3-5.
25	PAC/Admin Clerk	If award is approved/upgraded, prepare Part V, orders data to include issuing headquarters, permanent orders number, date, and approved award. The DA Form 638 of an approved award is not filed in the OMPF, only the certificate is filed in the OMPF.
26	PAC/Admin Clerk	Print orders approval authority's name and grade in block provided. Use of signature stamp is authorized.
27	Adjutant	Sign orders approval authority block (adjutant or commander designee).
28	PAC/Admin Clerk	Complete distribution in block 31 of DA Form 638 using the following example: Soldier (1) OMPF (1) Unit (1) Files (1)
29	PAC/Admin Clerk	Prepare the award certificate.
30	Adjutant or PAC/ Admin Clerk	Obtain the approval authority's (commander's) signature on the certificate. (Ensure approved DA Form 638 is forwarded to approval authority with certificate.)
31	Adjutant or PAC/ Admin Clerk	Make four copies of DA Form 638 and certificate.
32	Adjutant or PAC/Admin Clerk	The original certificate and Soldier's copy of DA Form 638 go into the green award folder for presentation to the Soldier.
33	Adjutant or PAC/Admin Clerk	Send one copy of DA Form 638 (if applicable) and certificate to OMPF for filing.
34	Adjutant or PAC/Admin Clerk	Provide one copy of DA Form 638 and certificate to unit for the Soldier's PAC/unit file.
35	Adjutant or PAC/Admin Clerk	File original DA Form 638 in awards orders file of issuing headquarters.



**AHRC-PDO-PA****SUBJECT: Establishment of Unit Award Recommendation, DA Form 7594****Table 1****Steps for preparing and processing awards using the DA Form 638, Recommendation for Award—Continued**

STEP	WORK CENTER	REQUIRED ACTION
36	PSC Clerk	Submit transaction for entry of award on ERB for enlisted personnel and ORB for officers.

*b.* The DA Form 7594 (Unit Award Recommendation) is shown in figure 1. This form will be used to initiate, process, and approve unit award recommendations. The criteria for unit awards are located in AR 600-8-22, chapter 7.

UNIT AWARD RECOMMENDATION				
For use of this form, see HQDA Letter 600-06-1; the proponent agency is DCS, G-1				
1. FROM: Commander 17th Signal Brigade Unit 121 APO AE 09222		2. TO:  HQ, JSA HRC ATTN: AHRC-PDO-PA 200 Stovall St. Alexandria, VA 22232		
3. RECOMMENDING COMMAND POC: NAME: CPT Petteroney EMAIL: john.petteroney@us.army.mil		4. POC PHONE: DSN: 314-111-2222 COMM: 011-49-6000-0000		5. RECOMMENDED UNIT:  221st Signal Battalion
6. UIC: WAM9AA	7. DID 65% OF RECOMMENDED UNIT'S ASSIGNED MTOE PERSONNEL PARTICIPATE? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>		8. ARE OTHER UNITS TO BE INCLUDED IN RECOMMENDATION? YES <input checked="" type="checkbox"/> (COMPLETE BLOCK 20) NO <input type="checkbox"/>	
9. RECOMMENDED AWARD:  ASUA		10. CAMPAIGN/OPERATION (IF APPLICABLE):		11. GEOGRAPHICAL LOCATION:  Bonn, Germany
12. PERIOD OF AWARD: a. FROM (YYYYMMDD): 20021001 b. TO (YYYYMMDD): 20030930		13. RECENT AND PENDING AWARDS AND DATES RECOGNIZED:  ASUA (20000901-20010901)		
14a. NAME, RANK, TITLE OF RECOMMENDER:  George Johns, LTC, Commander		14b. SIGNATURE:		14c. DATE (YYYYMMDD):  20031116
15. COMMAND ENDORSEMENT				
VIA	NAME, RANK/GRADE, TITLE AND TELEPHONE NUMBER	RECOMMENDATION	SIGNATURE	DATE (YYYYMMDD)
a.	Allan Collins, BG, Cdr, 3d SIG CMD, DSN: 314-111-1111	Approval		20040302
b.	J. James Ellis, MBG, Cdr, 21st TAACOM, DSN: 314-222-2222	Approval		20040529
c.	Jeffrey Watlington, LTG, Cdr, IV Corps, DSN: 314-333-3333	Approval		20040817
d.	William Smith, GEN, Cdr, USAREUR, DSN: 314-444-4444	Approval		20040830
e.				
f.				
g.				
h.				
i.				
16. APPROVAL AUTHORITY				
a. NAME, RANK/GRADE, TITLE		b. FINAL DECISION	c. SIGNATURE	d. DATE (YYYYMMDD)
Russell P.J. Jacobs, LTG, Army G-1		Approved		20041001
16e. COMMENTS:				

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Figure 2. Sample of a completed DA Form 7594

**AHRC-PDO-PA**

**SUBJECT: Establishment of Unit Award Recommendation, DA Form 7594**

**17. NARRATIVE:**

The mission of the 221st Signal Battalion is to provide theater level communication security (COMSEC) logistics support; Direct, General, and Special Repair Activity (Depot) level COMSEC and Controlled Cryptographic Items (CCI) maintenance support for all U.S. Armed Forces, U.S. Government agencies and the North Atlantic Treaty Organization (NATO) forces, as directed, within the European, Southwest Asian, and Korean theaters.

The men and women of the 221st Signal Battalion have been vital participants in the world's war on terrorism by providing unparalleled COMSEC logistic support to America's Armed Forces deployed worldwide.

In 2002, the Soldiers and civilians of 221st Signal Battalion played a vital role in the US-led war against terrorism. It was through the efforts of these men and women that the battalion was able to accomplish their missions. These Soldiers provided vital COMSEC and CCI maintenance to units across the globe.

Company A has saved the Department of Defense over \$1,000,000 each year through its detail-oriented mission accomplishments. When a unit requires maintenance on a CCI device, Company A tests it first on their workbench to determine which of the circuit needs repair. They are then able to take a card from the stock and immediately return the item to the customer. From there, the circuit card is tested to determine which circuit is broken. The Soldiers then used their skills to remove and replace the bad components on the circuit board. Once the card is determined to be 100% repaired, it is returned to stock to be used to repair another unit's equipment. This process allows us to replace the less expensive components on the card rather than ordering the entire card. It also saves customers wait time as some cards take almost a month to arrive in country.

When the call came for units throughout Europe to deploy in support of Operation ENDURING FREEDOM (OEF), Company A provided a 20 person Maintenance Support Team package that was ready to deploy within 48 hours. While assigned to the 17th Signal Brigade, they performed high level maintenance and services on the Brigade's COMSEC and CCI equipment. They performed Modified Work Orders (MWOs) on numerous STE phones that enabled the commanders to communicate securely over cell phones.

The Soldiers of Company B have traveled throughout Europe to provide their services to our customers. When it was identified that the new STE upgrade would be required on all STEs, Company B had the mission of providing support Europe-wide. This was a vital MWO for our customers. Company B has completed over 2000 STE up grades, completing 700 of them in just 4 days for Army Material Command Europe in support of Operation IRAQI FREEDOM (OIF).

Company B, also provides on site services as required by our customers. Recently, a Maintenance Support Team within Company A, was sent to England and to the Naples, Italy, to re-certify KGX-93A for the Defense Information Services Agency. These devices could not be transported to our location as they perform vital, mission-critical functions and could not be removed from the system for more than a few minutes.

When units throughout the region require their 35E re-certification training, they turn to the 221st Signal Battalion. The HHC has the mission of re-certifying Soldiers stationed locally and abroad in Germany. They are also responsible for completing MOS certifications for 29E's not school trained on COMSEC equipment into compliance with the requirements to hold MOS 35E.

As part of the transition to a paperless Army, the HHC is the home to the Army's only Extension Tier 1 System. This system has allowed the HHC to begin to create and distribute CONSEC keys electronically, ridding us of the old and outdated key tapes. The fielding of this system has been given to the HHC and they passed the initial states of fielding during the summer of 2003. This system will save the Department of Defense significant money and time.

The accomplishments of 221st Signal Battalion over the past year, all boil down to customer support. If we need to meet a customer at the airport and check their equipment while they are awaiting a flight transfer, then that is what we will do. We enable the "War fighters" to communicate securely and accomplish their mission!

**Figure 2. Sample of a completed DA Form 7594 — continued**

17. NARRATIVE: (continuation):


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**Figure 2. Sample of a completed DA Form 7594 — continued**

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17. NARRATIVE: *(continuation)*:



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**Figure 2. Sample of a completed DA Form 7594 — continued**

18. PUNISHMENTS UNDER THE UNIFORM CODE OF MILITARY JUSTICE DURING THE PERIOD OF RECOMMENDED AWARD (FOR MUC AND ASUA RECOMMENDATIONS ONLY):		
a. # ARTICLE 15:	b. # ABSENCE WITHOUT LEAVE:	c. # COURT MARTIAL:
1	(1)	0
<p>19. PROPOSED CITATION:</p> <p>For outstanding meritorious performance during the period 1 October 2002 to 30 September 2003 while in support of Operations ENDURING FREEDOM and IRAQI FREEDOM. The battalion demonstrated the ability to innovate and accomplish the mission beyond the call of duty. Their ability to provide the warfighter with command and control capability wherever and whenever needed to enable decisive victory represents an outstanding effort. The dedication and outstanding performance of the 221st Signal Battalion are in keeping with the finest traditions of military service and reflect great credit upon themselves, the 17th Signal Brigade, and the United States Army.</p>		

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Figure 2. Sample of a completed DA Form 7594 — continued

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**Figure 2. Sample of a completed DA Form 7594 —continued**

(1) The HQ, USA HRC (AHRC-PDO-PA) is the only authorized issuer of permanent unit award orders authorized as part of the DA Form 7594. Approved unit awards will also be confirmed in Department of the Army General Orders at a later date. Records custodians may use the form as authorization to update individual records.

(2) Each headquarters will have procedures established to ensure that every recommendation is processed with minimum delay. Recommendations for unit awards should arrive to HQ, USA HRC (AHRC-PDO-PA) no later than 120 days prior to the desired presentation date. Recommendation packets to include DA Form 7594 may not be more than 25 pages.

(3) Classified unit award recommendation packets will be prepared, processed and protected according to AR 380-5. The fifth page of the DA Form 7594 must be unclassified. Proposed and approved citations will be prepared so as to contain no classified information.

(4) The recommender will, to every extent possible, verify data on the DA Form 7594 from official U.S. Army Center of Military History (CMH) lineage and honors documents.

(5) Recommendations submitted to HQ, USA HRC (AHRC-PDO-PA) will be submitted with the original and three copies of all documents.

(6) Premature disclosure of information to the public, or to the unit being recommended for an award is a potential source of embarrassment to recommending officials and should be strongly discouraged. Prior disclosure of approved unit awards should also be discouraged since it would diminish the impact of ceremonies when the award is ultimately presented.

(7) Recommendations will be forwarded through command channels to HQ, USA HRC (AHRC-PDO-PA), unless otherwise delegated in accordance with AR 600-8-22, paragraph 3-5 and Table 3. Each intermediate commander will recommend approval or disapproval, and cite specific reasons whenever disapproval is recommended. In accordance with paragraph 7-16 any general officer in the chain of command may disapprove an ASUA recommendation.

(8) Narrative description for unit awards will be submitted in accordance with applicable recommended unit award paragraphs. The narrative may be submitted in 10, 11, or 12 pitch font on space provided on DA Form 7594. If additional pages are required, continuation pages may be submitted on an 8½ by 11-inch bond paper enclosed as an addendum to the form. Citations for unit awards must be meaningful and specific and are limited to 25 lines.

(9) Steps for preparing and processing unit awards using the DA Form 7594 are outlined in Table 2 below.



**AHRC-PDO-PA**  
**SUBJECT: Establishment of Unit Award Recommendation, DA Form 7594**

**Table 2**  
**Steps preparing and processing awards using the DA Form 7594, Unit Award Recommendation**

STEP	WORK CENTER	REQUIRED ACTION
1		Unit performs outstanding heroism or exceptionally meritorious conduct in the performance of outstanding services.
2	Recommender	Completes blocks 1 through 20 of DA Form 7594.
3	Recommender	Enter the address, phone (DSN and commercial), and AKO e-mail address of the recommending command in block 1.
4	Recommender	Enter unit point of contact name and AKO e-mail address in block 3.
5	Recommender	Enter unit phone number (DSN and commercial) in block 4.
6	Recommender	<i>Is a list of participating units included in the recommendation?</i>
7	Recommender	Enter the official designation(s) of the recommended unit(s) in block 5.
8	Recommender	Enter the unit identification code (UIC) of the recommended unit in block 6.
9	Recommender	Check YES or NO in block 7. <i>Did 65% or more of the assigned MTOE participate in the mission?</i>
10	Recommender	Check YES or NO in block 8 (if applicable), complete block 20.
11	Recommender	Enter recommended award, to include oak leaf cluster in block 9.
12	Recommender	Enter the campaign/operation (if applicable) in block 10 (for example, Operation Iraqi Freedom).
13	Recommender	Enter geographical location in block 11.
14	Recommender	Enter the period covered by proposed award in blocks 12a and b.
15	Recommender	For each recommended unit in the task, list all recently approved and pending unit awards and the dates recognized in block 13 (for example, ASUA (YYYYMMDD)). If no award(s), state "NO AWDS."
16	Recommender	Completes blocks 14a, b, and c.
17	Recommender	Enter the narrative description (refer to para 7b(8)above) in block 17. If additional pages are required, continue on an 8 ½ by 11-inch bond paper and enclose as an addendum to DA Form 7594.
18	Commander/Supervisor	Enter the Uniform Code of Military Justice (UCMJ) statistics in blocks 18a, b, and c.
19	PAC/Admin Clerk	Enter the proposed citation (25 lines) in block 19.


**Table 2****Steps preparing and processing awards using the DA Form 7594, Unit Award Recommendation—Continued**

STEP	WORK CENTER	REQUIRED ACTION
20	Commander/Supervisor	List all participating units being recommended for the award, along with period of service, UIC(s), and if 65% in block 20.
21	Chain of Command	Complete block 15.
22	General Officer	For ASUA only, disapproval authority will complete block 16.
23	Approval authority	Unit award approval authority will complete block 16.

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

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**AHRC-PDO-PA**

**SUBJECT: Establishment of Unit Award Recommendation, DA Form 7594**

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